

NORTH LOBURN SCHOOL BOARD OF TRUSTEES

MINUTES OF BOT MEETING
Thursday 8th August 2019 7:00pm

1. Administration

Present: Darryn Ward, Paul Simpson (Chair), Anne Hughes, Tina Mackintosh, Duncan Mackintosh, Rachel Woodcock, Andrew Wells

In Attendance: Jenny McClintock

Apologies: None

Declaration of Interests: None

Confirmation of last month's Minutes

Moved that these minutes are a true and accurate record of the meeting.

Moved: Paul

Seconded: Anne H

Carried.

Signed:.....

2. Main Focus of Meeting

❖ **Structure of the board - roles and responsibilities**

Role rotation - annually

Moved that the following roles be duly elected for the new Board 2019

Chairperson - Paul

Tina / Duncan - carried

Property and Health & Safety - Tina

Paul / Darryn - carried

Home & School - Rachel

Anne / Paul - carried

Maori Representative - Paul

Anne / Darryn - carried

Finance - Andrew

Anne/ Rachel - carried

❖ **Code of Ethics** - read and signed by the new board

❖ **Vision and values** - a robust discussion was had around Board values and their vision for North Loburn School -

Guardian of the ‘Why’

“We enable every child to express their potential”

3. Monitoring

Correspondence In

MOE - Education Gazette

NZ Teacher Mag

NZ Principal

MoE Ops grant instalment notice (downloaded)

Correspondence Out

Administration

- ◆ Opening roll – 125
- ◆ Roll return will be confirmed early in September

Finance and Monthly Audit

- **Move that we apply to CERT for the Yr 7 & 8 camp to Kaikoura for educational activities for \$4,066.09 (GST excl)**

Paul/Andrew - carried

This screenshot shows the cash received and cash spent for 19th June to 2 August

Bank Summary
North Loburn School
From 19 June 2019 to 2 August 2019

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
North Loburn 5YA Account	17.32	0.00	0.00	17.32
Westpac Grants Account 01	26,835.58	16,552.86	7,334.73	36,053.71
Westpac Investments	25,000.00	0.00	0.00	25,000.00
Westpac Online Saver	5,438.27	810.94	0.00	6,249.21
Westpac Trust Account	19,737.68	105,866.08	75,583.90	50,019.86
Total	77,028.85	123,229.88	82,918.63	117,340.10

This report includes transfers between bank accounts. The dashboard 'Total cash in and out' graph excludes bank transfers.

- Our monthly expenses for July were (excluding wages) \$21728.57
- These expenses include payments for our school production and kapa haka - both of which have been funded from H & S funds
- Our monthly banking for July to date was \$ 26,723.43

Bank	
North Loburn 5YA Account	17.32
Westpac Grants Account 01	36,053.71
Westpac Investments	25,000.00
Westpac Online Saver	6,249.21
Westpac Trust Account	50,019.86
Total Bank	117,340.10

As of end of July we had received 67% of our actual budget

4. Discussions

Principal Report

Darryn presented his Principal's report (tabled).

Key points:

- Mid year data - the process of the supplied data was outlined and discussed
- Kura Hangi - an invitation will go out in the next newsletter to parents, whanau and members of the wider community - Term 4 - sub committee to be formed
- ERO report is now online
- Number Navigators - Darryn to contact other schools and report back

Moved that the Principal's report be accepted.

Moved: Darryn

Seconded: Tina

Carried

Curriculum - Staff Report

Anne Hughes reported on recent school events (tabled).

Key points:

- Root to Tip Competition - Congratulations to Annabelle Birchler and Amelia Hutchison who cooked up a storm and came second.
- Term focus is Science and Technology.
- Rebecca Green offering coding classes at lunchtime
- REACH - skiing

Moved that Anne's Report be accepted.

Moved: Anne

Seconded: Duncan

Carried

Home & School

Rachel reported on recent H & S events.

Key points:

- Fundraiser evening - Brackenfield Hunt Ball - well received
- Possible fete in conjunction with next years' flower show
- Sub committee to be formed for the second fundraiser dinner

Moved that Rachel's Report be accepted.

Moved: Rachel

Seconded: Anne

Carried

Property Projects

- Thank you to Ken Hawke for putting up 3 new playground swings

Personnel

- Acknowledgement of all staff while Darryn and Anne were away
- Recognition of outstanding work done by Ken Hawke
- Special thanks to Cherry Burgess - Root to Tip Competition

Health and Safety

1. H&S check
2. Bus report - a request to move the turning point on Carrs Rd - Carol to enforce
3. Mataara - the MOE have created a new emergency tool - to be trialled

Planning and Self Review

- Performance Management
- Health, Safety and Welfare Policy

5. Items for the next meeting

- Order of Agenda
- Maggie Turnout decision and motion

Meeting closed 9.45 pm

Next meeting **12th September 2019 7pm**